

WASTEWATER CAPACITY RESERVATION APPLICATION
Department of Public Works and Engineering
City of Houston

Procedure for Completing a Wastewater Capacity Reservation Application

1. *The attached Wastewater Capacity Reservation Application is a three page form which must be completed by the current property owner or by an authorized representative of the owner. Please note that if the applicant is not the current owner of the subject property, a notarized Letter of Authorization from the property owner must accompany the application.*
2. *When submitting the Wastewater Capacity Reservation Application, an application fee will be due. This fee is based on the total size of the subject property (for vacant land) or the size of the proposed development. For example, a 2,500 square-foot addition to a shopping center located on eighteen (18) acres of land would require only a \$55.00 processing fee.*
3. *A site plan or survey, indicating the dimension of the property must be attached to the Wastewater Capacity Reservation Application when the site is:*
 - a. *Not located in a subdivision,*
 - b. *Located on a portion of a lot or reserve in a subdivision, or*
 - c. *An acreage tract.*
4. *The application must be filled out completely and accurately. If the application is not completed properly, you will be required to go to 2102 Austin, First Floor, Impact Fee Administration Section, to add or correct information. The application will be returned if the owner or agent is not able to personally correct the application. This will increase processing time for your application.*

The following information is often missing:

- a. *The street address is not indicated (Page 1 of application).*
 - b. *The tract size is not provided (Page 1).*
 - c. *Vacant property is not indicated (Page 2).*
 - d. *Appropriate information on high volume water users is not included (Page 2 and 3).*
 - e. *Whether existing development will be removed or remodeled is not specified (Page 2).*
 - f. *Prior letters regarding this site are not attached or, if attached, their relationship to the present request is not indicated.*
 - g. *An acceptable form of proof of ownership of the property, i.e. warranty deed, deed of trust, title report, or title opinion.*
5. *One to two weeks may be required to process a Wastewater Capacity Reservation Application. The sanitary sewer response and the water and storm drainage response will, in most cases, be mailed together.*
 6. *The completed application, application processing fee and supporting documentation should be submitted to the following:*

*Public Works and Engineering Department
Impact Fee Administration Section
P.O. Box 131927
Houston, Texas 77219-1927*

7. *Should an applicant need any additional information concerning the submittal of the Wastewater Capacity Reservation Application, please contact Impact Fee Administration personnel at wcrtechs@cityofhouston.net or:*

2102 Austin

Christine Robinson (832) 395-4354

Tu Lu (832) 395-4351

Ava Mickle (832) 395-4352

Regina Otu (832) 395-4377



WASTEWATER CAPACITY RESERVATION
APPLICATION FEE SCHEDULE FOR VACANT LAND

<u>Number of Acres</u>	<u>Dollars</u>
$0 < x \leq 1$	55.00
$1 < x \leq 2$	80.00
$2 < x \leq 3$	105.00
$3 < x \leq 4$	130.00
$4 < x \leq 5$	155.00
$5 < x \leq 6$	180.00
$6 < x \leq 7$	205.00
$7 < x \leq 8$	230.00
$8 < x \leq 9$	255.00
$9 < x \leq 10$	280.00
$10 < x \leq 11$	305.00
$11 < x \leq 12$	330.00
$12 < x \leq 13$	355.00
$13 < x \leq 14$	380.00
$14 < x \leq 15$	405.00
$15 < x \leq 16$	430.00
$16 < x \leq 17$	455.00
$17 < x \leq 18$	480.00
$x > 18$	505.00

**CITY OF HOUSTON
DEPARTMENT OF PUBLIC WORKS
AND ENGINEERING
PLANNING AND DEVELOPMENT SERVICES
APPLICATION AUTHORIZATION FORM**

AS FEE SIMPLE OWNER OF THE PROPERTY REFERENCED IN THE WASTEWATER
CAPACITY RESERVATION APPLICATION, I HEREBY AUTHORIZE

_____, TO SUBMIT A
WASTEWATER CAPACITY RESERVATION APPLICATION ON MY BEHALF.

THIS AUTHORIZATION **DOES/DOES NOT** AUTHORIZE MY REPRESENTATIVE TO
MAKE CHANGES OR CORRECTION TO THIS APPLICATION. (PLEASE CIRCLE)

IN ADDITION, THIS AUTHORIZATION **DOES/DOES NOT** AUTHORIZE MY
REPRESENTATIVE TO OBTAIN A COPY OF THE RESERVATION LETTER AFTER
PROCESSING BY THE CITY OF HOUSTON.

(SIGNATURE OF FEE SIMPLE TITLE OWNER)

(PRINT NAME)

(DATE)

NOTE: COPIES OR FAX COPIES OF THE SIGNATURES ON THIS FORM WILL NOT BE ACCEPTED.

BUILDING ADDRESS

IMPACT FEE ADMINISTRATION

2102 AUSTIN

HOUSTON, TX 77002

MAILING ADDRESS

UTILITY ANALYSIS SECTION

P.O. BOX 131927

HOUSTON, TX 77219-1927

WATER/WASTEWATER CAPACITY RESERVATION APPLICATION
Department of Public Works and Engineering
City of Houston

Required under the Authority of City of Houston Ordinance No. 83-650
Note: Processing fee must accompany application.
(Please print legibly in ink or use typewriter)

PLEASE SUBMIT PROOF OF PROPERTY OWNERSHIP: Recorded Deed, Title Report or Title Insurance

To: *Public Works and Engineering, Impact Fee Administration*
P.O. Box 131927, Houston, Texas 77219-1927

Date: _____

Fee Simple

Title Owner _____ Agents Name _____

Mailing Address _____ Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Company _____ Company _____

Phone _____ Phone _____ Phone _____ Phone _____

E-Mail Address _____ E-Mail Address _____

Signature _____ Signature _____

Print Name _____ Print Name _____

**Application submitted by anyone other than the property owner must be accompanied by written notification from the property owner that designates the applicant as an "authorized representative".*

PLEASE NOTE: SUBMITTAL OF FALSE INFORMATION WILL RESULT IN INVALIDATION OF RESERVATION.

LEGAL DESCRIPTION

PLEASE SUBMIT A PROPER LEGAL DESCRIPTION OF THE PROPERTY IN QUESTION:

Lot(s) _____ Block(s) _____ Reserve(s) _____

Subdivision _____ Tract(s) _____ Survey _____

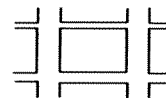
Abstract# _____ Tract Size _____

Property Tax account#(s) _____ Street Address _____

A SURVEY MUST BE SUBMITTED FOR ALL PROPERTY NOT LOCATED IN A SUBDIVISION OR FOR PROPERTY LISTED AS A TRACT OR PORTION OF A LOT WITHIN A SUBDIVISION

LOCATION MAP

INDICATE ALL STREETS



BELOW THIS LINE COMPLETED BY CITY

Identification No. _____ Fee Paid _____

Log In No. _____ Receipt No. _____



EXISTING DEVELOPMENT

(Please check if nothing is existing on this site)

VACANT

Existing Commercial Development

Street Address	City of Houston Water Account Numbers	Type of Development (i.e. office, retail, Warehouse, mfg.)	Square footage of Each type of Development	High volume Water user Information*

(attach additional sheets if more space is needed)

* high volume water user information must include number of shampoo bowls in a beauty shop, square feet of dining area in a full service restaurant, square footage of paper plate service restaurant, number of washing machines in a washateria, number of seats in a lounge and occupancy of a day care center.

Existing Residential Development

Number of Units	Type of Units		Number of Units	Type of Units
	Houses			Apartments with washers/dryers
	Townhouses			Apartments without washers/dryers
	Condominiums			Other

Additional Information

Name and address of existing development _____

What of the above existing development will be removed or remodeled? _____

Is the existing development served by: City sanitary sewers? _____, septic system? _____, other? _____

(Specify) _____

Additional Information: _____



PROPOSED DEVELOPMENT

Is the proposed development new construction? _____ remodeling? _____ lease space completion? _____
repairing? _____ replacement? _____ conversion? _____ other?(specify) _____

Additional Information _____

Proposed Residential Development

No. of Units	<u>Type of units</u>
	Houses Size (approx. s.f.)
	Townhouses
	Condominiums
	Apartments with Washer/dryers
	Apartments without Washer/dryers
	Other:
	Other:

Proposed Commercial Development

Type of Development (i.e., office, retail, warehouse, mfg. *)	Square footage Of each type of Development	High volume Water user Information **

* Any request to construct manufacturing facilities must include information on the type of manufacturing proposed and the estimated quantity (gallons per day) and quality of discharge to the sanitary sewer.

** High volume water user information must include number of shampoo bowls in a beauty shop, square feet of dining area in a full service restaurant, square footage of paper plate service restaurant, number of washing machines in a washateria number of seats in a lounge and occupancy of a day care center.

If the proposed development cannot be approved, would you like to construct the maximum allowable development? _____

Additional Information _____

For properties located outside the corporate limits of the City of Houston, the applicant understands that all ordinances of the City (as now written and as hereafter amended) which relate to water or sewer service or to plumbing matters, including those ordinances which impose criminal sanctions, apply to water and sewer services provided by the City to premises outside of the corporate limits. The applicant also understands that the City may suspend or disconnect such services in the event that the applicant or any other person at the premises to be served fails to comply with such ordinances, without regard to whether or not criminal sanctions are enforceable against any such person.

PRIOR CORRESPONDENCE

(Attach copies of any prior correspondence with the City concerning this request.)

Is this request in place of any previous requests? _____ If so, explain _____

LEGAL DESCRIPTION

TRACT ADDRESS: _____ TRACT SIZE (ACRES): _____

☐ PROPERTY IS PLATTED. PROVIDE PLAT NAME: _____

TOTAL AREA WITHIN PLAT: _____

☐ PROPERTY IS UNPLATTED. PROVIDE LEGAL DESCRIPTION: _____☐ PROPERTY IS PART OF A DEVELOPMENT GREATER THAN 5 ACRES.**FLOOD PLAIN INFORMATION**

PROPERTY IS:

☐ IS IN ZONE AE (100 YR FLOOD PLAIN) -- FEMA FIRM PANEL NUMBER: _____☐ IS NOT IN ZONE AE (100 YR FLOOD PLAIN) -- FEMA FIRM PANEL NUMBER: _____**STORM SEWER INFORMATION**

PROPERTY IS:

☐ SERVED PRESENTLY BY ON-SITE STORM SEWER SYSTEM.☐ SERVED BY PUBLIC STORM SEWER SYSTEM IN: _____ (STREET NAME) _____ (PIPE SIZE)☐ SERVED BY ROADSIDE DITCH.☐ SERVED BY EXISTING DETENTION (Submit a copy of approved storm sewer layout map with ILMS # _____ and Log # _____ or City Drawing # _____.)**REQUIRED ATTACHMENTS**☐ DEED OR TITLE REPORT☐ STORM WATER SYSTEM FROM GIMS MAP**ADDITIONAL ATTACHMENTS (IF APPLICABLE)**☐ PREVIOUS STORM WATER LOA ☐ COPY OF DRAINAGE STUDY/HYDRAULIC ANALYSIS☐ COPY OF RECORDED PLAT ☐ COPY OF DETENTION WAIVER ANALYSIS by P.E.☐ COPY OF EXISTING STORM WATER QUALITY PERMIT SERVING THIS PROPERTY☐ _____ ☐ _____**DESCRIPTION OF DEVELOPMENT**

DESCRIPTION	EXISTING			PROPOSED		
	AREA OF IMPERVIOUS SURFACE	AREA OF UNIMPROVED PVIOUS SURFACE	AREA OF IMPROVED PVIOUS SURFACE	AREA OF IMPERVIOUS SURFACE	AREA OF UNIMPROVED PVIOUS SURFACE	AREA OF IMPROVED PVIOUS SURFACE
	Sq Feet or Acres			Sq Feet or Acres		
Building						
Parking Lot						
Sidewalk						
Site Disturbed area						
< 1 Acre						
1 Acre to 5 Acres						
> 5 Acres						
Site Total Area						
TOTAL IMPERVIOUS COVER =						
	EXISTING			PROPOSED		